

MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
1.510

CHAPTER General Department	SUBCHAPTER Travel and Expenses	EFFECTIVE DATE 10/11/12	NUMBER OF PAGES 6	PAGE NUMBER Page 1 of 6
SUBJECT Travel Authorization and Expenses		AUTHORITY Section 630.050	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Admin			SUNSET DATE: 7/1/16	

PURPOSE: Prescribes policies for reimbursement of travel expenses.

APPLICATION: Applies to the entire department.

(1) The department shall reimburse department employees and members of the Mental Health Commission, state advisory councils, and special committees and task forces for travel expenses as set out in the State of Missouri Travel Regulations Issued by the Office of Administration, this DOR and facility policies. The department may also authorize reimbursement of travel expenses for consultants, volunteers and members of regional advisory councils and parent associations.

(A) Each facility may promulgate policies governing reimbursement of travel expenses for its employees which may be more, but may not be less restrictive than the State of Missouri Travel Regulations of department regulations.

(2) Requests for reimbursement of travel expenses for the calendar month or for the period of the 15th of one month through the 14th of the next month shall be made on the Monthly Expense Report form (MO 300-1189 (1-11)) issued by the Office of Administration and approved as follows:

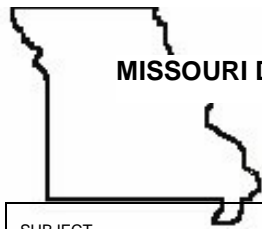
(A) By the head of the facility or designee for facility personnel, volunteers and parent associations;

(B) By the division or deputy director or his/her designee for the heads of the facilities;

(C) By the division or deputy director and deputy director (administration) or his/her designee for central office employees, members of state and regional advisory councils, and others as designated by the division/ deputy directors;

(D) By the department director and deputy director (administration) or his/her designee for members of the Mental Health Commission, special committees and task forces, deputy and division directors and other persons reporting directly to the department director.

(3) State vehicles may be used for in-state or out-of-state surface travel if available. Out-of-state surface travel is usually cost prohibitive as reimbursement is limited according to travel rule 16 of the State Travel Regulations. Requests to use state vehicles for out-of-state travel must be approved on the "Out of State Travel



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Authorization," Form MO 300-0072N(4-01). State credit cards may be used to purchase fuel and services other than major repairs only for the state vehicle carrying the license number on the credit card. A receipt shall be attached to the Monthly Expense Report for fuel or services purchased for a state vehicle using personal funds.

(4) It is the policy of the State of Missouri as well as the Department of Mental Health for employees to select the most cost effective method of travel. The Commissioner of Administration will periodically issue mileage reimbursement rates comprised of a standard rate and a state fleet rate. The standard mileage rate is deemed to represent the total cost to own and operate a personal vehicle and is tied to the mileage reimbursement rate established by the Internal Revenue Service. The state fleet reimbursement rate reflects the average cost of operating a mid-size sedan in the state fleet. For current rates see

<http://oa.mo.gov/acct/mileage/index.htm>

All relevant factors such as the urgency, nature of travel required, type of vehicle required for the number of passengers, tool or equipment load, employee time and effort, official domicile, proximity to rental or state vehicles and other administrative costs should be considered when selecting the most cost effective option. The following policies shall be followed in determining the most cost effective method of travel and the rate of reimbursement if applicable:

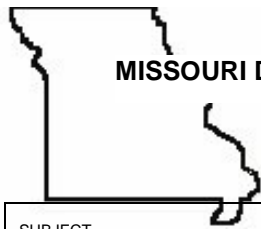
(A) In most circumstances, use of state vehicles is more cost effective than mileage reimbursement; therefore, state vehicles shall be utilized whenever possible and employees should avoid driving personal vehicles for official state business.

(B) When a state vehicle is available and the employee elects to drive a privately owned vehicle, the maximum reimbursement rate for an employee shall be limited to the state fleet rate.

(C) If a state vehicle is not available, a determination should be made as to the next most cost effective option, whether that be rental vehicle or use of a personal vehicle reimbursed at the standard rate. The maximum reimbursement shall not exceed the cost of the rental or mileage at the standard rate, whichever is lower.

(D) The *Trip Optimizer* assists state agencies in determining the most cost effective travel option for in-state single trips. The State Fleet Management Program maintains the *Trip Optimizer* at <http://www.oa.mo.gov/gs/fm/index.htm>

(E) Exceptions will be granted and mileage will be reimbursed at the standard rate for any travel that is less than 100 miles per single trip. A single trip includes any number of trips taken by an individual during the same day. Exceptions will also be



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granted and mileage will be reimbursed at the standard rate for employees working in positions that require frequent, unscheduled travel as a condition of their employment, or whose specific job duties do not allow for planning due to timeliness issues or employees who have no readily available access to state vehicles or rental vehicles due to the employee's work location.

(F) Notwithstanding the above, individuals who use privately owned vehicles for official state business may be reimbursed up to the standard mileage reimbursement rate when they are:

a. Members of boards, commissions, committees, advisory councils or other individuals who are not considered employees of the State of Missouri but who are otherwise eligible for mileage reimbursement;

b. Employees who otherwise would be traveling in a state vehicle when the total trip miles calculated on a daily basis are deemed low according to the State Vehicle Utilization Review section of the *Trip Optimizer* and where another employee could utilize the state vehicle to a greater extent;

c. Employees who have a documented physical condition that require them to operate vehicles equipped to accommodate their specific needs.

(G) Employees denied the use of a state vehicle due to their driving record may be reimbursed for use of a privately owned vehicle up to the state fleet rate.

(H) Documentation must be provided to ensure that the travel policy is being followed. For each reimbursement request on the expense account, it will need to be clearly identified that a state car was not available for the travel. It will also need to denote whether the rental vehicle or personal mileage reimbursement is the lower cost option. A copy of the Trip Optimizer results should be attached to the expense account. If an exception as detailed in 4.e above is granted, this should be indicated on the expense account form and a copy of the approved exception form should be attached detailing the reason for the exemption and the dates that it is applicable.

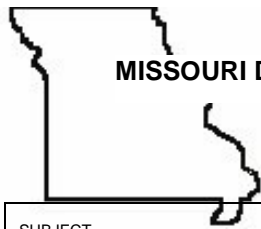
(5) A receipt shall be attached to the monthly expense report for any registration fees, unless they have been direct billed to the department or facility.

(6) Meal Reimbursement

Employees will be granted a meal allowance for each eligible meal (breakfast, lunch or dinner) while in travel status. In order to qualify for meal reimbursement, employees must be in travel status.

To be in travel status, the employee must meet one of the following criteria:

(A) Have an overnight stay while out of domicile on official state business, **or**



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(B) Be out of domicile for a period of at least twelve consecutive hours while conducting state business. Meals reimbursed without an overnight stay are considered taxable income by the Internal Revenue Service and subject to applicable tax withholding. Any taxable income occurring as a result of this meal reimbursement will be input as taxable income in the SAMII HR system on a monthly basis.

Travel must be necessary to conduct state business. In accordance with the statewide travel policy, the maximum rate of meal reimbursement for in-state meals will be:

Breakfast - \$5

Lunch - \$9

Dinner - \$16

If the employee did not incur an expense for a particular meal they are not eligible for the allowance. For example, if a meal was provided as part of a conference and the meal cost included as part of the conference registration, the employee does not qualify for the meal allowance. Also, if breakfast is included in with the cost of the hotel room and the employee does not incur an additional expense for breakfast, they would not be eligible for the breakfast meal allowance.

The reimbursement allowance for meals incurred during out of state travel is based on the CONUS rate for that area as determined by the Federal government and published at the following link:

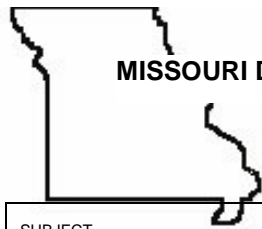
<http://oa.mo.gov/acct/MealPerDiem.htm>

The proper out-of-state meal allowance can be calculated by selecting the correct effective date for per diem rates and following the associated links for out of state meal allowance for that destination city.

(7) Lodging

Individuals on state business should use the approved state credit card when possible. For necessary travel expenses which cannot be paid by state credit card, individuals shall use personal funds or credit cards. Lodging expenses may be direct billed if agreed by both parties; however, the general practice should be payment by state credit card.

(8) Requests for approval of out of state travel shall be made on the "Out of State



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Travel Authorization" Form MO 300-0072N issued by the Office of Administration. Appropriate authorized approval signatures must be obtained. Approvals are as follows:

(A) For facility personnel, approval by the head of the facility. The form should be retained at the facility and normal reimbursement procedures should be followed.

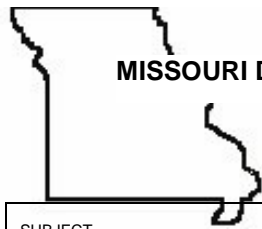
(B) For facility heads, central office employees and members of state and regional advisory councils, approval by the appropriate division or deputy director.

(C) For division or deputy directors and members of the Mental Health Commission, approval by the department director.

(9) Due to out-of-state travel restrictions imposed by the Commissioner of Administration, all out of state travel must meet one or more of the following criteria:

- a. Related to an emergency or other catastrophic event that requires government action to protect life or public safety;
- b. Related to direct service delivery (e.g. movement of prisoners);
- c. Funded exclusively from private sources;
- d. Essential for tax and fee collection, revenue generation, and audit activities;
- e. Necessary to receive or maintain federal funds by the state (only includes exceptions for which a larger amount of federal funding would be lost compared to the out-of-state travel costs). In addition, if a federal change (i.e., to a grant or contract) would eliminate the necessity of the out-of-state travel, that federal modification should be requested.
- f. Required by legal mandate, federal mandate or a court order.

Exceptions to this policy may be authorized by the Department Director or Deputy Director for essential travel deemed to be in the best interests of the state. The Department must maintain a log of the exceptions granted that includes the justifications.



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Out-of-State Authorization Forms approved by the department shall include the authority for out-of-state travel as defined by this policy or the rationale for an authorized exception.

(10) Air travel is to be direct billed to the department central office and/or its facilities. Air travel may be reimbursed on the Monthly Expense Report only if circumstances deem it necessary. Reimbursement to the employee for air fare can only be made after the travel has occurred. The department director, division/deputy directors, and/or facility heads as appropriate are responsible for reviewing those requests.

(11) Quality assurance - The primary responsibility of authenticating travel reimbursement claims rests with the division and facility fiscal staff. Each monthly expense report shall also be reviewed by accounting staff in the Controllers office to verify that department policy and State of Missouri Travel Regulations are being followed.

History: Original DOR effective July 1, 1984. Amendment effective July 1, 1988. Amendment effective July 1, 1991. Amendment effective July 1, 1994. Amendment effective July 1, 1995. Amendment effective July 1, 1996. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. On July 1, 2004 the sunset date was extended to July 1, 2005. Amendment effective September 1, 2004. On July 1, 2008 the sunset date was extended to July 1, 2011. Amendment effective July 1, 2009. Amendment effective October 11, 2012 .